
	LOS LUNAS POLICE DEPARTMENT	
	PERSONNEL	NUMBER: PER.07.01
	EFFECTIVE DATE: September 24, 2010	
	SUBJECT: Promotions REVIEW DATE: June 13, 2018	
AMENDS/ SUPERSEDES:		NMSA:
NMMLEPSC STANDARDS: PER.07.01 - PER.07.02		APPROVED BY CHIEF OF POLICE NAITHAN G. GURULE  Signature

- I. WHEN A POSITION OF PROMOTION OPENS UP WITHIN THE DEPARTMENT IT IS ENCOURAGED THAT ALL QUALIFIED PERSONNEL APPLY FOR THE POSITION. THE VACANCY SHALL BE POSTED FOR TEN (10) DAYS.
- II. QUALIFICATIONS FOR THE POSITION WILL BE SET BY THE CHIEF OF POLICE.
- III. THE EMPLOYEE MUST SUBMIT A RESUME DETAILING HIS/HER QUALIFICATIONS FOR THE POSITION TO THE CHIEF OF POLICE OR HIS DESIGNEE. EMPLOYEES MUST QUALIFY FOR THE POSITION IN ORDER TO BE CONSIDERED OR MUST REQUEST A WAIVER TO BE CONSIDERED FROM THE CHIEF OF POLICE.
- IV. THE PROMOTIONAL PROCESS FOR SERGEANTS AND LIEUTENANTS IS THE FOLLOWING (revised June 13, 2018):
 1. 35 % Written examination
 2. 35% Oral Board examination
 3. 30% Chiefs Interview
- V. AFTER ALL TESTING PROCESSES ARE COMPLETED THE CANDIDATES CAN REVIEW THE RESULTS OF THEIR TESTS.
- VI. THE CHIEF OF POLICE WILL SET REQUIREMENTS FOR YEARS OF SERVICE, TIME IN RANK FOR THE PROMOTION.
- VII. THE CANDIDATE BEING SELECTED FOR THE PROMOTION WILL BE ON PROBATION FOR A PERIOD OF ONE YEAR.

VIII. THE CHIEF OF POLICE WILL ENSURE ALL ELEMENTS USED IN THE PROMOTION PROCESS ARE JOB RELATED.

IX. WRITTEN TEST

- A. The Chief of Police can request that a written test be given. The Chief will have written tests designed by testing companies. These tests will remain sealed until testing time. Once applicants have taken the written test and turned them in for grading the Chief of Police or his designee will grade the tests with a grading sheet provided by the testing company. The results of the test will be forwarded to the Chief of Police for his review.

Any specialized testing deemed necessary by the Chief of Police will be conducted by a member of the department who can objectively interpret the testing process.

Upon completion of the testing process all applicants will be notified by the Chief of Police or his designee of the applicant's disposition.

X. ORAL INTERVIEW

The Chief of Police will appoint at a minimum of at least two members of the Department to be involved in the testing and interview process for the Los Lunas Police Department. A Citizen from the community and at least one other person from another law enforcement agency will participate in the interview process.

- A. The assessors must record applicant's answers on the questions form. Each assessor will give a score as to how the question was answered. A total of all points will be tallied and provided to the Deputy Chief, or his designee for his review.
- B. Each applicant will receive a written notice as to testing dates and upon successful completion of the test, interview times will be advised.

XI. CHIEF'S INTERVIEW

- A. The Chief will conduct an interview with each applicant.

XII. PROMOTIONAL LIST

- A. Employees will be placed on a promotional list for promotion to positions that are available based on their total score. If two or more candidates have the same score on combined tests, they will be placed on the list in order of their seniority.
- B. The Chief will select the candidates from the number of positions open plus one.
- C. The promotional list will remain in effect for one (1) year. At the Chief's discretion, he may extend the length of the promotional list prior to the date of its expiration based on the needs of the department.

XIII. THE PROMOTIONAL PROCESS FOR DETECTIVES IS THE FOLLOWING: (added June 13, 2018)

- 1. 40% Written examination
- 2. 60 % Oral Board examination
- A. Requirements for the oral board and written exam will be set by the Detective Lieutenant.
- B. After the testing processes are complete, the candidates can review the results of their tests.
- C. The candidate being selected for the promotion will be on probation for a period of one-year.
- D. The Detective Lieutenant will ensure all elements used in the promotion process are job related.

XIV. PROMOTIONAL LIST (added June 13, 2018)

- A. Employees will be placed on a promotional list for promotion to positions that are available based on their total score. If two or more candidates have the same score on combined tests, they will be placed on the list in order of their seniority.
- B. The Chief will select the candidates from the number of positions open plus one.
- C. The promotional list will remain in effect for one (1) year. At the Chief's discretion, he may extend the length of the promotional list prior to the date of its expiration based on the needs of the department.

